



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 30, 2014

Mary Wright
210 S. 41st St.
#4104
West Des Moines, IA 50265

Dear Child Care Provider,

This letter is in regards to the October 29, 2014 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

Poison control: 1-800-222-1222.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Please post on emergency phone numbers and parents contacts in a visible and accessible location. It is important that the children or others coming into the home can access these phone numbers in the event of an emergency.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Providers cleaning supplies were in a location accessible to children. Provider has agreed to move the cleaning supplies and other hazardous items to a high location that is inaccessible to take your children. Provider was advised that safety mechanisms can also be added to the cabinet so they are childproof.

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

Provider has agreed to obtain a first aid kit. First aid kits can be purchased at establishments such as Walmart, Walgreens, and Target.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

☐ 110.5(1)d Medicines are given only with written authorization from the doctor or parent.

Provider is not currently caring for any children. She did agree to obtain proper consents if at any time she chooses to distribute medication to future daycare clients. The worker addressed proper care and storage of prescription medications.

☐ 110.5(1)d Prescribed medicines are accompanied by doctors' or pharmacist's direction.

☐ 110.5(1)d All medicines are in original containers with directions intact and labeled with child's name.

☐ 110.5(1)d Medicines are stored properly including refrigeration in a separate covered container.

☐ 110.5(1)d Medicines are inaccessible to children.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

No outlets were capped. Provider agreed to go through the home and All accessible outlets.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Provider did not have any written emergency plans. Provider agreed to post plans at the front door and the patio exit. Provider was advised of the sample plan in the packet provided to assist in creating her own emergency exits.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Provider agreed to the importance of practicing the drills on a monthly basis so that children know what to do and expect in the event of a true emergency. Provider was advised on page 7 of the packet provided an emergency drill record. Worker suggested this document be kept on a refrigerator or other easily accessible location as a reminder to regularly practiced the drills.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

There is a fire extinguisher the outside hallway of the apartment complex however, provider has agreed to obtain a fire extinguisher for the inside of her apartment. Please remember fire extinguishers must be a specific classification(2A 10 BC) or larger. Fire extinguishers can be purchased at places such as Menard's, Home Depot, and Walmart. Fire extinguishers must always have adequate pressure which can be determined by looking at the gauge on the device and ensuring yellow arrow is in the green section.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Provider indicated that no one in the home smokes. She agreed to place non-smoking signs at the primary entrance\exit. Worker is including a non-smoking sign in this mailing packet.

☐ 110.5(1)r Wading pools are drained daily and are inaccessible to children when not in use.

Provider reports the use of wading pools in the summer. Provider was advised to have an activity form completed for any swimming activities and signed by the child's parents on a yearly basis.

☐ 110.5(1)s If children use above ground or in-ground swimming pools:

☐ 110.5(1)s Written permission from the parents is on file.

☐ 110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

Provider has no CPR certification. Provider should contact Child Care Resource and Referral at 1-800-722-7619 for assistance in locating and scheduling a class.

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Provider was advised that she needs to provide parents expectations build children in writing.(Examples include expectations when a child is running a fever or vomiting.)

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Provider was advised of this document and directed to pay 10 in the packet provided addressing health-related emergencies.

☐ 110.5(2) A provider file is maintained and contains:

Please obtain an individual file or folder to keep the following information easily accessible.

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

If you do not have a current physical that you can put in your file please be sure to access the new forms required on pages 24 and 25 your packet. These forms will expire in three years.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Provider was advised this course can be taken online and referred to page 15 of the packet provided where the website is accessible. Provider indicated she has Internet access I will be able to complete this course.

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Contact Child Care Resource and Referral for assistance at 1-800-722-7619.

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

Contact Child Care Resource and Referral for assistance at 1-800-722-7619. Please keep all training certificates in an easily accessible file or folder.

☐ 110.5(3) Activity Program.

No toys or activities were observable during spot check. Provider indicated due to not having any children to take care of currently she does not have these items in her home. Provider indicated that she would be willing to obtain appropriate toys and other activity supplies.

☐ 110.5(3) There is an activity program and it promotes self-esteem and exploration.

☐ 110.5(3)a Includes active play.

☐ 110.5(3)b Includes quiet play.

☐ 110.5(3)c Includes activities for large muscle development, such as running, climbing, riding toys, etc.

☐ 110.5(3)d Includes activities for small muscle development, such as coloring, puzzles, finger plays, play dough, etc.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

☐ 110.5(3)e All activities are developmentally appropriate for the ages of the children present.

☐ 110.5(3)e All equipment and materials are adequate for the number of children present

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

Certificate was not visibly observable in the home; provider agreed that she would hang the registration certificate. Worker will send her a copy as provider indicated that she does not know where her certificate is currently.

☐ 110.5(8) Children's Files

Provider was not out of compliance with children's files as she does not currently have any daycare children she is responsible for. Information listed below as a guideline for required documents. Provider was advised to access the first several pages of the packet provided to her to assist in obtaining the proper information for each child's individual file.

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

☐ **110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A"**

☐ 110.8(2) Has three written references which attest to character and ability to provide child care.

Worker requested provider obtain prewritten references which can come from neighbors, parents, and others who have observed provider's interactions with children. The letter should be kept and maintained in a file on an ongoing basis. Registration will request references however, provider should maintain copies.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

x☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all

Departmental regulatory mandates. Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: January 23, 2015.
(Provider allotted to complete requested corrections due to extenuating circumstance.)

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford
Social Worker II

C. Mark Chappelle
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).